



HUMAN RESOURCES INTERN

The City of Baltimore Department of General Services (DGS) is seeking a reliable, professional, and highly-motivated individual to serve as an HR Intern. This is a temporary position for up to 20 hours per week.

Essential Duties and Responsibilities

Duties shall include, but are not limited to, the following:

- Creating and maintaining personnel files
- Photocopying
- Compiling interview packets
- Sending and receiving interdepartmental mail

Minimum Education and Experience Requirements:

- Currently enrolled as a sophomore-senior in an accredited college/university, pursuing a degree in Human Resources or Business Administration with a concentration in Human Resources, or similar field
- Must be reliable and able to handle confidential information

Compensation

- Salary is \$8.75-\$14:00 per hour, commensurate with level of education and experience.

For consideration, please send cover letter and resume referencing the job title to:

Baltimore City Department of General Services

200 N. Holliday St. 8th Floor

Baltimore, Maryland 21202

DGS_HR@baltimorecity.gov

Attention: Erica Gee, HR Assistant II

Baltimore City is an Equal Opportunity Employer